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ABSTRACT

This document provides a comprehensive listing of Canadian museum studies and related programs in the various disciplines within museum studies. This publication is an informational directory only and does not include endorsement by the Canadian Museums Association or equivalencies. Listings are printed in French and/or English, indicating the language(s) of instruction for the various courses. (DQE)



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CANADIAN • MUSEUMS • ASSOCIATION
ASSOCIATION • DES MUSÉES • CANADIENS

# Museum Studies Programs in Canada

## *Programmes de formation muséologique au Canada*

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Canadian Museums Association
Association des musées canadiens

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# INTRODUCTION

*Museum Studies Programs in Canada* was first published in 1982 by the Canadian Museums Association. The initial publication provided the first collective listing of the programs available at that time. The brochure was reprinted in 1984 and in 1986.

Because of the continued demand for this publication, the information has been updated and expanded for this new edition to include a comprehensive listing of museum studies and related programs in the various disciplines within museum studies. The entries are listed alphabetically by province and by sponsoring agency. Organizations operating within a national and regional scope follow the provincial listings. This publication is an informational directory only. It does not include equivalencies, nor does inclusion constitute endorsement by the Canadian Museums Association.

Current training and professional development activities can be obtained from your provincial museum association or from the listing in Museogramme, the monthly newsletter of the CMA. Additional information regarding any of the programs listed can be acquired by contacting the sponsoring agency directly.

*March 1993*
*Compiled by Ginette Dumouchel, Administrative Secretary*
*Professional Development and Standards, CMA*

Publié pour la première fois en 1982 par l'Association des musées canadiens, réédité en 1984 et en 1986, *Les Programmes de formation muséologique au Canada* offrait le premier répertoire collectif des programmes de ces années-là.

La demande toujours plus grande pour cet ouvrage justifie cette nouvelle édition, mise à jour à laquelle s'ajoute aujourd'hui la liste complète des programmes en études muséales et connexes, dans les différentes disciplines couvertes par le domaine des études muséales. Le répertoire est organisé selon un ordre alphabétique, par province et par agence commanditaire. Les organismes de portée nationale et régionale suivent les données par province. Cette publication a une valeur strictement informative et ne comprend pas les équivalences. Les rubriques ne sont pas nécessairement approuvées par l'Association des musées canadiens.

Le détail des activités de formation professionnelle pourra vous être fourni par votre association provinciale des musées ou par l'intermédiaire des listes de *Muséogramme*, le bulletin mensuel de l'AMC. Pour tout autre renseignement concernant les programmes du répertoire, veuillez prendre contact directement avec l'agence commanditaire.

*Mars 1993*
*Compilation effectuée par Ginette Dumouchel, secrétaire administrative*
*Normalisation et formation professionnelle, AMC*

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**N.B.: Pour les cours offerts en anglais, voir l'index anglais.**

# ALBERTA

**Alberta Community Development**
Museum Services Program
Historic Sites and Archives Services
8820 - 112 Street
Edmonton, Alberta
T6G 2P8

Contact: Eric Waterton, Manager
Tel.. (403) 431-2327 Fax: (403) 432-1376

1. **Museum Services**
The Museum Services Program provides advice and assistance to museums, heritage groups, governments and other agencies regarding the development, operation and management of museums. The Program cooperates with the Alberta Museums Association in planning and delivering training courses, workshops, seminars, etc. Consultative services, on-site visits, slide talks and other instruction can also be arranged.

Duration: training is usually one or two days. Other activities as required.
Application Deadline: as required

---

**Alberta Museums Association**
9912 - 106 Street
Suite 40
Edmonton, Alberta
T5K 1C5

Contact: Diane Smith, Education Coordinator
Tel.: (403) 424-2626 Fax: (403) 425-1679

2. **Citation Programme in Basic Museum Practice - Levels I and II**
The Citation Programme in Basic Museum Practice is a series of two-day workshops designed to provide skills-oriented, hands-on, introductory level training in museology. The ten Citation Level I offerings provide a broad overview of the main areas of museum practice: History, Purpose and Function of Museums; Museum Management; Financial Management; Personnel Management; Collections Management; Storage, Handling and Conservation; Research; Public Programming; Exhibitions; and Prehistory and History of Alberta. The Citation Level II series of workshops builds on the foundation of knowledge and skills gained in the Level I workshops and offers participants an opportunity to gain more indepth knowledge on a specific topic. Three Level I workshops and four Level II workshops are offered each year.

3. **Professional Development Series**
The Professional Development Series is intermediate to advanced level training intended for mid-career museum professionals. The focus of the P.D.S. seminars is on management issues and current issues.

Duration: two days
Application Deadline: varies for each workshop or seminar
Type of Final Certification: citation
Equivalencies: similar program offered by other provincial museum associations

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**The Banff Centre for Management**
Arts Management Programs
P.O. Box 1020
Banff, Alberta
TOL OCO

Contact: Marilyn Payne, Program Coordinator
Tel.: (403) 762-6121 Fax: (403) 762-6422

4. **Arts Administration Training Program**
Participants in this program will be expected to come prepared with an understanding of management principles applicable to their discipline and an awareness of larger issues which are having an impact on the industry as a whole. The program will cover financial and interpersonal aspects of decision-making, and will acquaint managers and directors with the trends, tools and techniques necessary for success in a changing environment.

Duration: two weeks
Deadline: Mid-January
Type of Final Certification: diploma

5. **Senior Level Think Tank for the Arts**
This intensive three and one half-day workshop will permit experienced arts professionals to explore innovative responses to issues which will have a fundamental impact on the arts over the next decade. In an open forum, ideas will be traded, examined and mined for their value to all arts organizations.

Duration: five days
Deadline: early January
Pre-Requisite:open to senior managers in the arts community
Type of Final Certification: diploma

6. **Marketing and Fundraising for the Arts**
To prosper, arts organizations must be driven by their programming, not by their deficits. Therefore, such organizations must place great importance on all aspects of operations which can produce revenue. This workshop will bring professional faculty and participants together in a lively exchange of ideas, new techniques and activities which have proven to be effective.

Duration: three to four days
Deadline: one month prior to the workshop
Type of Final Certificate: diploma

7. **Management Development for Arts Administrators**
This senior program is designed to promote professional development in a collegiate atmosphere. Through contact with their peers and discussion with faculty, participants will explore the full range of issues confronting arts organizations now and in the future. They will be challenged to develop new approaches to management and to learn to identify the full potential that exists in their organizations and in themselves.

Duration: three weeks
Deadline: mid-June
Pre-Requisite: open to intermediate to senior managers
Type of Final Certification: diploma

8. **Management of Not-for-Profit Organizations**
A series of courses designed to appeal right across the non-profit sector, including arts and culture. Our programs will be targeted at both day-to-day operational issues (creating organizational plans, financial management systems, recruiting and managing volunteers) and on the challenges of long-term planning (determining mission statements, defining strategic plans, setting fund raising goals, and so on).

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**Calgary Zoo**
**P.O. Box 3036, Stn. B**
**Calgary, Alberta**
**T2M 4R8**

Contact: Peter Karsten, Executive Director
Tel.: (403) 232-9300 Fax: (403) 237-7582

9. **Zoo-Keeper Apprenticeship**
This is an extensive training program consisting of lectures and practical training in animal husbandry. A zoo-keeping diploma is awarded upon completion. This is a single, paid position offered as required.

Duration: four years
Pre-Requisite: open to individuals who meet program requirements
Type of Final Certification: diploma

**Calgary Zoological Society**
P.O. Box 3036, Stn. B
Calgary, Alberta
T2M 4R8

Contact: Wendy McGrath, Docent Coordinator
Tel.: (403) 232-9350 Fax: (403) 237-7582

10. **Docent Training Program**
This program consists of lectures and workshops by education staff, keepers, and veterinarians in practical animal handling instruction. General knowledge of the Zoo and its inhabitants, oral communication, teaching techniques, use of audio visual equipment, and awareness of Zoo philosophy are covered in the course. No specific prerequisites are needed, but selection is made as a result of a personal interview. Training is given once per year only, January to April.

Duration: 14 weeks (1 full day per week) offered Thursday or Sunday
Type of Final Certification: certificate
Application Deadline: September 30 (restricted to individuals 18 years and over)

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**Grant MacEwan Community College**
Arts Administration
Box 1796
Edmonton, Alberta
T5P 2P7

Contact: Denise Roy, Chair, Arts Administration
Tel.: (403) 483-2359 Fax: (403) 483-4300

11. **Arts Administration Program**
The Arts Administration program provides basic skills in promotion, fundraising, personnel management, finance/accounting, marketing, computers and advocacy. In addition, students take a course in either Facility Management or Museum/Gallery Management. The program includes a three month practicum with a professional arts organization.

Duration: ten months
Pre-Requisite: grade twelve or equivalent or mature student status
Type of Final Certification: certificate

**Grant MacEwan Community College**
P.O. Box 1796
Edmonton, Alberta
T5P 2P7

Contact: Richard Cook, Acting Dean,
Performing Visual and Communication Arts
Tel.: (403) 483-4401 Fax: (403) 483-4300

12. **Certificate in Arts Administration - Museum Manager or Museum Technician (offered by contract to Alberta organizations)**
The Certificate in Arts Administration - Museum Manager and the Museum Technician Program are offered on a contract basis to museum organisations and associations. Students are required to complete 30 credits of instruction that includes a field placement of a minimum of 16 weeks. This program is not part of regular College programming and is not available to individual students. Associations interested in this curriculum or in offering a program should contact Grant MacEwan Community College.

Duration: up to one year on contract
Pre-Requisite: Alberta grade 12 or equivalent, mature student status
Type of Final Certification: certificate

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**Grant McEwan Community College**
P.O. Box 1796
Edmonton, Alberta
T5P 2P7

Contact: Brenda Philp
Tel.: (403) 483-2304 Fax: (403) 483-4300

13. **Performing and Visual Arts Outreach**
In-service, staff development, credit and non-credit courses, workshops and seminars in the arts, including arts administration, are offered on request either on campus or in communities outside Edmonton. This program can also be offered in conjunction with special interest groups, associations, community organizations and schools.

Duration: varies according to program
Pre-Requisite: Open to practising professionals in all performing and visual arts disciplines.

ED 406 259

# Museum Studies Programs in Canada

*Programmes de formation muséologique au Canada*

SO 026 519

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**University of Alberta**
Division of Recreation
and Leisure Studies
Edmonton, Alberta
T6G 2E2

Contact: Dr. G.S. Swinnerton, Director
Tel.: (403) 492-2677 Fax: (403) 492-2364

14. **Recreation Administration Program**
An undergraduate degree program offers students insights into the broad field of recreation with concentration in one area of interest. Within the program there are a series of credit courses on heritage interpretation (INTD 466, 467, 469, 470) and cultural arts administration (REC 489).

Duration: four years

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**University of Alberta**
Department of Clothing and Textiles
Faculty of Home Economics
Edmonton, Alberta
T6G 2M8

Contact: Nancy Kerr, Professor/Chair
Tel.: (403) 492-7679 Fax: (403) 492-4821

15. **Clothing and Textiles Program**
This is an undergraduate degree program in Home Economics specializing in clothing and textiles. Courses include textile conservation, museum practicums and a museum internship. Some graduate level courses are also available.

Duration: four years
Pre-Requisite: open to individuals who meet university and program entry requirements.
Language of Instruction: English with some courses offered in French

**Programme portant sur les textiles et vêtements**
Le programme de diplôme universitaire de premier cycle en économie domestique offre une spécialisation en vêtements et textiles. Le programme comprend des cours en conservation des textiles, des sessions d'études pratiques et des stages dans les musées. Divers cours sont également offerts au niveau des études supérieures.

Durée: quatre ans
Conditions d'admissibilité préalables: ouvert aux candidats qui répondent aux conditions d'admission à l'université et au programme.
Langue d'enseignement: anglais, quelques cours en français

16. **Graduate Program in Curatorship or Textile Conservation**
Master's degrees include both course work and a research thesis.

Duration: usually 2 years
Application Deadline: March/December
Pre-Requisite: Bachelors degree in related area
Type of Final Certification: MSC, MA

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**University of Calgary**
Department of Archaeology
2500 University Drive N.W.
Calgary, Alberta
T2N 1N4

Contact: Jane H. Kelley, Professor
Tel.: (403) 220-5227 Fax: (403) 282-9567

17. **Museology ARKY 475**
An undergraduate credit course deals with the acquisition and processing of artifacts for museums. This course is offered as an option and is not a compulsory component of a degree program.

Duration: one semester, given alternate years
Pre-Requisite:open to students enroled in the university who meet course requirements

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**University of Calgary**
Faculty of Environmental Design
2500 University Drive N.W.
Calgary, Alberta
T2N 1N4

Contact: Walter Jamieson, Director
Tel.: (403) 220-7426 Fax: (403) 284-4399

18. **Certificate in Heritage Resource Management**
A certificate program is offered jointly with the financial assistance of Alberta Community Development. It consists of a series of courses, combining work/study, designed to provide interns with training opportunities in administration, design, interpretation, maintenance and conservation of historic sites.

Duration: courses vary from one day to one month
Pre-Requisite: open to individuals who meet program requirements which includes some experience or training in historic resource management.
Type of Final Certification: certificate - three years



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# BRITISH COLUMBIA

**British Columbia Museums Association**
514 Government Street
Victoria, B.C.
V8V 4X4

Contact: Suzanne Bessette, Professional Development Coordinator
Tel.: (604) 387-3315 Fax: (604) 387-6117

19. **Basic Museums Studies - Training Resource Package**
An introductory seminar offered in basic museum studies is now available year round in a new workbook format to be used by self-directed students or in an instructor-led seminar. This seminar provides an introduction to museum and gallery operations and is ideally suited for new staff members, volunteers, board members, summer employees and interested public.

Duration: instructor-led 2½ days or self directed at own pace

20. **Professional Development Program**
An ongoing professional development and training program on different aspects of museum studies is offered at basic, intermediate and advanced levels of instruction. Sessions are held at various locations throughout the province.

Duration: year round, 1-3 days
Application Deadline: one week before scheduled seminars
Pre-Requisite:intermediate and advanced levels may require some experience

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**Simon Fraser University** at Harbour Centre
Arts and Design Programs
515 West Hastings Street
Vancouver, B.C.
V6B 5K3

Contact: Letia Richardson, Director - Arts and Design Programs
Tel.: (604) 291-5126 Fax: (604) 291-5098

21. **Arts and Cultural Administration in Context**
Simon Fraser University offers a professional development program for practising arts and cultural administrators. A number of sessions are offered annually. Instructors include senior working professionals and university faculty. The program emphasizes cultural policy and context, community and audience development, organizational structures, managerial practice, fundraising, marketing and media relations. Three different seminars directed at a varied levels of expertise are offered annually: the Foundations Program, an introductory seminar offered in August; the Advanced Seminar, offered in June; Issue Seminars, two-day seminars which are offered during the spring and fall sessions.

**Simon Fraser University**
Department of History
Burnaby, B.C.
V5A 1S6

Contact: Denise Kask, Director, Public History
Tel.: (604) 291-3446 Fax: (604) 291-5837

22. **Certificate in Public History**
This program focuses on historical study as it is practised in non-academic settings such as museums. The core courses include museum studies, archival methods and heritage conservation.

Duration: one semester
Pre-Requisite: open to individuals in the heritage field who do not have a university degree

23. **Post Baccalaureate Diploma in Public History**
Courses are similar to those offered in the certificate program but there is an emphasis on the history of the Canadian Pacific Northwest.

Duration: each course is one semester, offered annually
30 credits to be completed within 5 years of admission to the program
Pre-Requisite: open to individuals who have a university degree and who meet program entry requirements

24. **Public History Internship**
Summer internships are available in archives, museums and historical institutions.

Duration: two months
Pre-Requisite:open to students in either certificate or diploma programs.

**University of British Columbia**
Arts Administration Option
MBA Program, Faculty of Commerce
2053 Main Mall
Vancouver, B.C.
V6T 1Z2

Contact: Robert F. Kelly, Professor/Coordinator
Tel.: (604) 822-8346 Fax: (604) 822-8521

25. **Arts Administration Option**
The Arts Administration Option, a special option within the MBA Program of the Faculty of Commerce and Business Administration, represents a joint initiative of the Faculties of Arts and of Commerce and Business Administration at the University of British Columbia. Funding is provided through the "Excellence in Education" Program of the Government of British Columbia. The option has been designed to address the unique problems administrators face in performing arts and visual arts organizations and, in all but the most unusual cases, applicants will be expected to have had professional experience in an arts organization. Applicants must, as well, be eligible for admission to graduate study at the University of British Columbia.

Duration: two years, including one four-month internship
Application Deadline: April preceding admission in September
Pre-Requisite: undergraduate degree, experience in the arts
Type of Final Certification: MBA (Arts Administration)

**University of British Columbia**
Museum of Anthropology
Department of Anthropology and Sociology
6393 N.W. Marine Drive
Vancouver, B.C.
V6T 1Z2

Contact: Anne-Marie Fenger, Supervisor of Administration
Tel.: (604) 822-5087 Fax: (604) 822-2974

26. **Museum Studies**
Credit courses in museum theory and practice are offered in both the undergraduate and graduate programs. Museum Studies can be a major or option in the Department of Anthropology or in a related discipline. In addition to course work, there are internship possibilities open to individuals who meet university and course requirements.

Duration: one and two semester courses offered annually
Pre-Requisite: Individuals working in the museum community or those who want to upgrade knowledge and skills without entering a degree program, can attend Anthropology 431 (Museum Principles and Methods), Anthropology 451/2 (Basic Conservation of Organic/Inorganic Materials), Anthropology 341 (Approaches to Analysis of Material Culture), and Anthropology 541 (Advanced Seminar and Workshop in Museum Studies) as an unclassified student. Other relevant courses may be offered by museum personnel in various years.

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**University of British Columbia**
School of Library, Archival and
Information Studies
Vancouver, B.C.
V6T 1Z1

Contact: Terry Eastwood, Chairman
Tel.: (604) 822-6326 Fax: (604) 822-3893

27. **Archival Studies Program**
Combining the study of theory and practice, this graduate degree program prepares people for work in archival institutions and in positions in the field of records management. Course work covers the nature of archives and records, the history of archives, law, history, diplomatics, automation, and conservation.

Duration: two years
Application Deadline: February 1st
Pre-Requisite: B.A. (four years)
Type of Final Certification: Master's degree

**University of Victoria**
Division of University Extension
P.O. Box 3030
Victoria, B.C.
V8N 2G4

Contact: Joy Davis, Program Coordinator
Tel.: (604) 721-8462 Fax: (604) 721-8774

28. **Cultural Resource Management Program**
The Cultural Resource Management Program provides comprehensive professional development courses for people working in the museum, gallery and heritage conservation communities. More than twenty immersion-format courses, taught by distinguished professionals, are offered on-campus in intensive ten-day blocks to enable participants from across Canada to attend. As well, distance education courses entitled Introduction to Museum Studies and Introduction to Heritage Conservation are available. Participants can complete courses on a non-credit or unclassified credit basis, or they can work toward a Diploma in Cultural Conservation on a part-time basis over three to five years.

Duration: immersion courses are offered throughout the year; distance courses begin in September.
Application Deadline: applications are accepted throughout the year; distance education course registration takes place in July and August.
Pre-Requisite: non-credit and unclassified credit participants should have related experience; Diploma Candidates must have an undergraduate degree in a related discipline and should have experience in a museum or heritage setting.
Type of Final Certification: diploma (cultural conservation)

**University of Victoria**
Department of History in Art
P.O. Box 1700
Victoria, B.C.
V8W 2Y2

Contact: Martin Segger, Professor
Tel.: (604) 721-8298 or 721-8774 Fax:(604) 721-8774

29. **Museum Studies/Heritage Conservation**
An undergraduate degree program offers a major or specialization in cultural conservation at the beginning of third year. Courses cover aspects of museum studies and conservation of cultural property. Graduate level courses also available.

Duration: three or four years



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# NEW BRUNSWICK

**Association Museums New Brunswick**
P.O. Box 116, Stn. A
Fredericton, N.B.
E3B 4Y2

Contact: Merlene Crawford, Training Coordinator
Tel.: (506) 452-2908 Fax: (506) 459-0481

37. **Training Program**
An ongoing training and professional development program offering seminars, workshops and study tours at basic, intermediate and advanced levels of instruction.

Duration: one to five years
Type of Final Certification: certificate

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**Université de Moncton**
Département d'histoire et
de géographie
Moncton (Nouveau-Brunswick)
E1A 3E9

Responsable: Directeur du département
Téléphone: (506) 858-4065 Télécopieur: (506) 858-4166

38. **Initiation à l'archivistique et à la muséologie**
Ce cours initie aux diverses disciplines et professions présentant un intérêt pour les historiens. A l'aide de cours, d'ateliers et de travaux pratiques, les conférenciers font découvrir leur discipline et leur monde de travail. Le programme est composé de plusieurs volets: archivistique et gestion des documents, archéologie, muséologie, généalogie. Ce cours est donné une fois tous les deux ans.

Durée: un semestre
Date limite pour les inscriptions: début septembre
Conditions d'admissibilité préalables: généralement ouvert aux étudiant(e)s de 3e et 4e année (1er cycle) inscrit(e)s en histoire.

**Manitoba Museum of Man & Nature**
**190 Rupert Avenue**
**Winnipeg, Manitoba**
**R3B ON2**

Contact: Douglas Leonard, Chief Curator, Human History Division
Tel.: (204) 988-0655 Fax: (204) 942-3679

35. **Museum Technician Training Program**
The program is designed to provide trainees with hands-on experience in all aspects of museum work and with the opportunity to acquire new skills related to specific career goals in chosen areas. Training includes on-the-job experience, lectures, demonstrations, assigned readings, special projects, and a secondary internship of up to three months at another institution. This is a paid position.

Duration: one year
Application Deadline: March of each year
Pre-Requisite: open to individuals who have demonstrated commitment to the museum profession and are working in a Canadian museum as paid staff or volunteers. Two to three trainees are selected annually.
Type of Final Certification: certificate

36. **Aboriginal Training Program**
There is a growing need for Native - directed cultural development in Aboriginal Heritage Centres or Museums. In recognition of this need, the Museum of Man and Nature has developed a one year program to provide Aboriginal people with training in museological principles and practices related to the administration, interpretation and supervision of heritage resources within a museum. In the first year of this program, funds have been secured for one position. The program provides on-the-job experience through participation in the daily operations of the museum to build knowledge and skills in the following areas: administration; collections management; research; public and education programming; exhibit development; and, production and public relations. Training will consist of hands-on activities, supervised projects, assigned readings, workshops and conferences. All trainees receive a basic salary. A budget is provided to cover the cost of all training materials, supplies, and other expenses.

Duration: one year (September 1st - August 31)
Application Deadline: March 15th
Pre-Requisite: Academic and/or Community

# MANITOBA

**Association of Manitoba Museums**
422 - 167 Lombard Avenue
Winnipeg, Manitoba
R3B OT6

Contact: Wendy Molnar, Training Coordinator
Tel.: (204) 947-1782 Fax: (204) 942-3749

30. **Basic-Level Training Program**
The training program offers regional, basic-level training courses for museum staff and volunteers. Courses include: museum management, collections management, collections care and conservation, exhibitions, education and public programming, volunteer management, public relations, and facilities planning and operation.

Duration: one to two days
Pre-Requisite: open to members and non-members

31. **Regional Spring Seminar**
A series of one-day seminars are offered in each region of the province. Topics are selected by the members based on their needs and interests.

Pre-Requisite: open to members and non-members

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**Manitoba Heritage Conservation Service**
190 Rupert Avenue
Winnipeg, Manitoba
R3B ON2

Contact: Neal Putt, Coordinator
Tel.: (204) 988-0612 Fax: (204) 942-3679

32. **Workshops**
A program of two to three workshops per year is offered. Workshops are at an intermediate to advanced level on specialized topics requested by Manitoba conservators and the heritage community at large. Curriculum planning and instructors are also provided, on request, for basic level workshops organized by the provincial museums association, provincial archives association, and individual museums and archives.

Duration: one to three days
Pre-Requisite:open to staff and volunteers of community museums, art galleries and archives.
Language of instruction: English and French

**Manitoba Museum of Man & Nature**
190 Rupert Avenue
Winnipeg, Manitoba
R3B ON2

Contact: Barry Hillman, Museum Advisory and Training Service
Tel.: (204) 988-0672 Fax: (204) 942-0672

33. **Museum Advisory and Training Service**
Training on all aspects of museum work, at an intermediate and advanced level of instruction, are available upon request. Workshops will vary depending upon need and instructors available. Sessions are presented on-site at museums throughout the province or held at the Manitoba Museum of Man and Nature. On-site advice and consultation services are also provided.

Duration: year round
Pre-Requisite: open to individuals presently working full-time or part-time in paid or volunteer positions in the museum field in Manitoba.

34. **Study Tours**
Study tours are offered at the Manitoba Museum of Man and Nature and related institutions with emphasis on the development of practical skills. The other aspect of the study tour is to provide individuals with the opportunity to view "behind the scenes" and to develop contacts within the museum field.

Duration: one to five days (number of tours given per year may depend upon demand and time of request).
Pre-Requisite: open to individuals, as stated above

# NEWFOUNDLAND

**Memorial University of Newfoundland**
Art Gallery
Arts and Culture Centre
St. John's, Nfld
A1C 5S7

Contact: Patricia Grattan, Director/Curator
Tel.: (709) 737-8209 Fax: (709) 737-2007

39. **Internship**
This curatorial internship position includes on-the-job training and a course of study on various aspects of gallery operation. The program varies depending on the gallery's exhibition schedule and the intern's area of interest.

Duration: one year
Pre-Requisite: open to individuals with a degree in fine art and some art gallery experience.

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**Museum Association of Newfoundland and Labrador**
P.O. Box 5785
St. John's, Nfld
A1C 5X3

Contact: Executive Director/Training Coordinator
Tel.: (709) 722-9034 Fax: (709) 722-9034

40. **Certificate in Basic Museum Studies**
MANL's Certificate in Basic Museum Studies provides an introduction to all aspects of museum work through two week-long training sessions, offered alternately in the spring and fall. Participants may undertake the program on a non-credit basis. In order to receive the certificate, however, the participants must attend both of the training weeks and must successfully complete the post-seminar assignments.

Duration: two, week-long seminars, plus post-seminar assignments completed at home.
Type of Final Certification: certificate (basic museum studies)

41. **Seminars and Workshops**
An annual program of seminars, workshops and lectures on different aspects of museum studies is offered at basic, intermediate and advanced levels of instruction at various locations throughout the province.

Duration: one to three days
Pre-Requisite: open to members and non-members

# NOVA SCOTIA

**Federation of Nova Scotian Heritage**
1809 Barrington Street
Suite 901
Halifax, N.S.
B3J 3K8

Contact: Susan Charles, Executive Director
Tel.: (902) 423-4677 Fax: (902) 422-0881

42. **Training Program under development.**

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**Mount St. Vincent University**
Art Gallery
166 Bedford Highway
Halifax, N.S.
B3M 2J6

Contact: Mary Sparling, Director
Tel.: (902) 443-4450 Fax: (902) 445-3960

43. **Introduction to Museums Studies 200**
An undergraduate credit course introduces historical aspects and basic concepts of museums and archives, as well as general procedures of institutional operation. The course of study includes lectures, field trips, assignments and short-term placements.

Duration: two semesters
Pre-Requisite: open to students enroled in the university who meet course requirements.

**Nova Scotia Museum**
1747 Summer Street
Halifax, N.S.
B3H 3A6

Contact: Sheila Stevenson, Curator, Museum Services or Richard Wilcox, Curator, Local Museums
Tel.: (902) 424-6478 Fax: (902) 424-0560

44. **Study Visits**
Various training opportunities are available and are set up to meet specific needs. Two or three-day orientation visits at the Nova Scotia Museum provide permanent staff of other museums with an introduction to the Nova Scotia Museum's structure and activities and personal contact with staff. Study visits can be arranged for staff, board members or volunteers from community and branch museums, to provide practical experience, develop specific skills, or to further a specific project with guidance of Nova Scotia Museum staff. The Nova Scotia Museum Library maintains material on museum practices, techniques and approaches. Staff of the Nova Scotia Museum Complex are encouraged to consider requests to speak to local groups on subjects relating to their areas of expertise and to serve as resource people for workshops and seminars.

Duration: variable
Pre-Requisite: must be a volunteer or an employee in a museum in Nova Scotia

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**Technical University of Nova Scotia**
School of Architecture
P.O. Box 1000
Halifax N.S.
B3J 2X4

Contact: Frank Eppell, Professor
Tel.: (902) 420-7662 Fax: (902) 423-6672

45. **Master of Environmental Design (Conservation of the Built Environment)**
The program is concerned with all aspects of conservation of the built environment - theory, philosophy and practical realisation. Students develop special skills for managing and maintaining buildings, communities, and all heritage assets, and for developing appropriate interpretation. Academic and project-based opportunities exist. Each student develops a program of study to reflect their particular interests and concerns.

Duration: two years
Pre-Requisite: demonstration of commitment and honours bachelor degree
Type of Final Certification: Master Degree (MEDS)

**University College of Cape Breton**
School of Applied Arts and Development Studies
P.O. Box 5300
Sydney, N.S.
B1P 6L2

Contact: James St. Clair, Instructor
Richard MacKinnon, Instructor
Tel.: (902) 539-5300 Fax: (902) 562-0119

46. **Bachelor of Arts in Community Studies - Museum Studies Option**
Three years of study in a multi-disciplinary framework with three courses in theory and two credit courses in work placement are designed to produce graduates who are capable of starting a career in a large museum, or serving as curator in a community museum or of undertaking graduate work. The museum courses include Collections Research and Management, History and Purpose of the Museum, and Museum Management and Services. Within the framework of the program, students have an opportunity to take four history courses at both beginning and advanced levels. The three core courses in Problem Centred Studies are in a small group setting with the emphases on group dynamics and on the retrieval, analysis and application of information. The work placements may be in small or large museums in the area in either a "block" or weekly configuration.

# ONTARIO

**Algonquin College of Applied Arts and Technology**
1385 Woodroffe Avenue
Nepean, Ontario
K2G 1V8

Contact: Alastair Black, Coordinator
Tel.: (613) 727-7612 Fax: (613) 727-7684

47. **Archives Technician**
This two-year diploma program is designed to provide students with the knowledge and skills required to carry out archival tasks at the technician level in municipal, provincial, federal and non-governmental archives. Skills acquired include records management, paper conservation, exhibit preparation, computer applications, and archival principles and procedures. Classroom studies are enhanced in the second year by a total of eight weeks of field placement in archival settings.

Duration: two years
Pre-Requisite: open to individuals who meet college and program requirements
Type of Final Certification: diploma

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**Algonquin College of Applied Arts and Technology**
**Collège Algonquin des arts appliqués et de technologie**
1385, avenue Woodroffe Avenue
Nepean, Ontario
K2G 1V8

Contact/Responsable: J. Patrick Wohler, Coordinator
Tel.: (613) 727-7612 Fax/Télécopieur: (613) 727-7684

48. **Museum Technology**
A diploma program in museum technology offers a background in museum work with a specific technical orientation. The program includes academic studies, workshops, labs and an internship. The program may be taken as full-time or part-time studies.

Duration: three years
Pre-Requisite: open to individuals who meet college and program entry requirements
Type of Final Certification: diploma

**49. Self-Directed Learning Program**

A program is offered in museum studies through the School of Continuing Education. Participation can be for career development or to accumulate credits towards a diploma in the Museum Technology program.

Duration: at student's own rate of work
Pre-Requisite: open to individuals working in museums
Language of Instruction: English and French

**Programme d'apprentissage autodirigé**

Ce programme en muséologie est offert par l'Éducation permanente à tous ceux qui veulent se perfectionner ou encore accumuler des crédits en vue d'un diplôme en techniques des musées.

Durée: selon le rythme de l'étudiant
Conditions d'admissibilité préalables: ouvert aux employés de musées
Langue d'enseignement: français et anglais

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## Confederation College
P.O. Box 398
Thunder Bay, Ontario
P7C 4W1

Contact: Shelley Crawford, Coordinator, Arts Administration
Tel.: (807) 475-6320 Fax: (807) 475-4876

**50. Arts Administration**

This program is designed to prepare students for entry and middle management positions in the visual arts, museum and performing arts fields. An outstanding core of visiting Canadian cultural managers supplement the college faculty in the training seminars and workshops. Two field placements provide on-the-job work experiences at organizations such as the B.C. Museum of Anthropology and the Art Gallery of Ontario, while providing students with networking and career enhancement opportunities. Graduates may choose careers in Public Relations, Marketing, Fundraising, Grantsmanship, Touring, Box Office, Front of House in Theatre, Dance, Heritage, Music, Museums, Visual Arts and Festival Organizations; Research, Community Development and Administration in government agencies and arts councils; Arts Administration in schools, colleges and universities.

Duration: two years
Application Deadline: N.B. Fall entry only, apply prior to April
Pre-Requisite: grade 12 diploma or mature student
Type of Final Certification: diploma

**Confederation College**
Arts Administration
P.O. Box 398
Thunder Bay, Ontario
P7C 4W1

Contact: Shelley Crawford
Coordinator Arts Admin.

Tel.: (807) 475-6320
Fax: (807) 623-9165

**Lakehead University**
School of Visual Arts
955 Oliver Road
Thunder Bay, Ontario
P7B 5E1

Patricia Vervoort, Chair
School of Visual Arts

Tel.: (807) 343-8769
Fax: (807) 345-2394

51. **Concurrent Program in Visual Arts and Arts Administration**
This concurrent program is offered jointly by Lakehead University and Confederation College. In just four years a student can attain an Honours Bachelor of Fine Arts and a Diploma in Arts Administration. While attending both institutions, a student will study painting, design, drawing, sculpture, ceramics, printmaking and art history as well as management subjects such as marketing, facilities management, fundraising, financial management, public relations, grantsmanship, etc. Two full-semester field placements are offered in the summer of year two or three and four. The student gains valuable experience and networking opportunities while working in an arts organization for up to four months. Employment opportunities lie in either the artistic or management fields of the arts. This program provides a student with skills and experience in management enabling them to work in middle management positions in galleries, museums, heritage organizations and other cultural facilities. To date, it is unique in Canada.

Duration: four years
Application Deadline: January 31
Pre-Requisite: University admission requirement plus submission of portfolio
Type of Final Certification: Honours Bachelor of Fine Arts and Diploma in Arts Administration

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**Costume Society of Ontario**
P.O. Box 981, Stn. F
Toronto, Ontario
M4Y 2N9

Contact: Betty Ann Crosbie, Chairperson
Tel.: (416) 962-3032 Fax: (416) 962-3032 (call first)

52. The society coordinates one seminar per year and a series of evening lectures related to the study of historic costumes and textiles, the educational use of costume, and theatrical costume. A similar program is conducted in Toronto and Ottawa.

Duration: one to three-day seminars
Pre-Requisite: open to members and non-members

**Fanshawe College**
School of Applied Arts and Business
Communication Arts Division
Box 4005
London, Ontario
N6A 2J9

Contact: Shirley Edgar, Coordinator
Tel.: (519) 452-4470 Fax: (519) 452-3139

53. **Special Topics in Librarianship LIBR 309/409**
A credit course offered in the Library Technician Diploma Program, teaches an introduction to museum and archival work. The course is at a technician level designed to provide practical skills.

Duration: one semester (15 weeks, 3 hours per week)
Application Deadline: December 1st
Pre-Requisite:open to individuals who meet college and program entry requirements

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**George Brown College of Applied Arts and Technology**
Continuing Education
Business - Graphic Arts
P.O. Box 1015, Stn B
Toronto, Ontario
M5T 2T9

Contact: Yvonne Snider, Chairperson
Tel.: (416) 867-2000 Fax: (416) 867-2600

54. **Part-time Certificate Program in Archival Practices**
The program provides basic training in archival practices at the non-professional level. Courses include: BUS800 Introduction to Archives; BUS801 Administration of Archives; RM900 Records Management; RM904 Machine Readable Records and Archives; and Care of Records. Courses may also be taken on an individual basis.

Duration: two years
Pre-Requisite:open to individuals who meet college and program entry requirements
Type of Final Certification: certificate

**Humber College**
**205 Humber College Blvd.**
**Box 1900**
**Etobicoke, Ontario**
**M9W 5L7**

Contact: Gerald Smith, Coordinator
Tel.: (416) 675-3111 ext. 4558 Fax: (416) 675-4318

55. **Arts Management Certificate Program**
Humber College offers twelve courses in various arts management subjects (financial management, marketing the arts, grantsmanship and government relations, strategic planning, fundraising, volunteer development, leadership and communications, tour/exhibit management, arts and the law, board and personnel management, public relations and the arts, and microcomputer applications). Although each course concentrates on a specific area of expertise, and each course can be taken independently, all courses in the certificate program have been prepared to draw together the full range of skills and experience required in today's dynamic arts environment. Seven courses must be completed to earn the Arts Management Certificate. Four of these courses are compulsory. Suitable applicants are educated, experienced individuals currently active in an arts organization as a staff or committee member. They are seeking professional development that offers a greater challenge and increasing levels of responsibility.

Duration: part-time, continuous course entry, ongoing
Pre-Requisite: completion of a (some) post secondary program
Type of Final Certification: certificate

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**Ministry of Culture, Tourism and Recreation**
**Museums and Heritage Organizations**
**Cultural Operations and Field Services Branch**
**77 Bloor Street W.**
**Toronto, Ontario**
**M7A 2R9**

Contact: Ruth Freeman, Supervisor
Tel.: (416) 314-7156 Fax: (416) 314-7175

56. **Seminars and Workshops**
Seminars and workshops on museum methods and procedures are available on request. The sessions are designed to meet specific needs and to promote museum standards.

Duration: half a day to one day
Pre-Requisite: open to MCC client institutions and museum co-operatives

**Ontario Association of Archivists**
**Box 46008**
**College Park Post Office**
**444 Yonge Street**
**Toronto, Ontario**
**M5B 2L8**

Contact: Education Coordinator

57. **Seminars and Workshops**
The Ontario Association of Archivists has a dynamic, ongoing program of seminars and workshops on various topics relevant to archival practice. (These are sometimes offered in co-operation with other professional organizations.) The OAA also provides post-appointment training workshops which are intended as basic training for individuals with no formal archival education who work with documentary heritage. The Toronto Chapter of the OAA (formerly known as "TAAG") offers courses through George Brown College in Toronto. Details of current course offerings will be provided on written enquiry.

Duration: normally one or two days

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**Ontario Association of Art Galleries**
**489 King Street W.**
**Suite 306**
**Toronto, Ontario**
**M5V 1K4**

Contact: Anne Kolisnyk, Executive Director
Tel.: (416) 598-0714 Fax: (416) 598-4128

58. **Seminars and Workshops**
Seminars and workshops exploring a diversity of timely subjects appealing to the public gallery community in Ontario are offered throughout the year. Contact OAAG for a current schedule of offerings.

Duration: one to three days
Pre-Requisite: open to members and non-members

**Ontario Historical Society**
5151 Yonge Street
Willowdale, Ontario
M2N 5P5

Contact: Dorothy Duncan, Executive Director
Tel.: (416) 226-9011 Fax: (416) 226-2740

**59. OHS Workshop Series**
A series of one or two-day workshops are offered on a request basis and co-ordinated with a co-sponsoring organization. Held throughout the year at various locations in the province, the workshops are designed to assist those working in historical societies, museums, LACACs, schools, libraries, archives and those who are interested in some aspect of Ontario's history. New topics are developed in response to the ever-changing needs of the heritage community. In addition to the workshop series, a three-day theme conference is organized in conjunction with the annual meeting.

Duration: one to three days
Pre-Requisite: open to members and non-members

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**Ontario Museum Association**
George Brown House
50 Baldwin Street
Toronto, Ontario
M5T 1L4

Contact: Professional Development Coordinator
Tel.: (416) 348-8672 Fax: (416) 348-8689

**60. Certificate in Museum Studies**
The Certificate comprises nine courses, eight of which are three-day workshops with a major assignment to complete after the course. Courses include: Artifacts; Care of Collections; Collections Management; Exhibit Design; Education Programs for Museums; The Historic Building as a Museum; Museums & the Community; Organization and Management of Museums; and, Museums in Context, a correspondence course lasting six months with four written assignments. The eight workshops are held in various museums and heritage locations across Ontario and at various times throughout the year.

Duration: five-year time limit
Pre-Requisite: OMA individual membership
Type of Final Certification: certificate

**61. Seminar Series**
An ongoing training and professional development program is offered at a variety of levels of instruction. Program topics vary each year.

**Queen's University**
**Master of Art Conservation Program**
**Kingston, Ontario**
**K7L 3N6**

Contact: Program Director
Tel.: (613) 545-2156 Fax: (613) 545-6889

62. **Master of Art Conservation Program**
The Master of Art Conservation Program at Queen's University is a program of theoretical studies and practical work in the restoration and conservation of historic and artistic works. There are four areas of specialization. These are: Artifacts, which includes archaeology, ethnography, and decorative arts; Paintings, including paintings on canvas, wood, walls and other supports; Paper Objects, including works of art on paper, archives, and library materials; and, Scientific Research in the conservation of cultural property. The program includes two summer internships in established conservation laboratories in Canada and abroad.

Duration: two years
Pre-Requisite:four-year honours degree in the humanities or sciences, with an appropriate spread of courses relevant to the area of specialization, specified courses in general and organic chemistry, and demonstrated manual skills
Type of Final Certification: master's degree

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**Sir Sandford Fleming College of Applied Arts and Technology**
**Brealey Drive**
**Peterborough, Ontario**
**K9J 7B1**

Contact: Helen Knibb, Coordinator
Tel.: (705) 749-5530 ext. 1368 Fax: (705) 749-5540

63. **Arts Administration** (Museum & Gallery Specialization)
A five-semester diploma program designed to meet the needs of small to medium sized museums, galleries and related institutions. Areas of study include the core museum functions (collections management, material history, conservation, interpretation and exhibit development) as well as the increasingly complex administrative functions (board development, fundraising and grantsmanship, financial management, marketing, publicity and promotion, volunteer management, etc.) Special emphasis is placed on developing applied projects with community agencies. There is a full-time fifth semester field placement.

Duration: five semesters
Pre-Requisite: secondary school diploma, mature students are assessed on an individual basis
Type of Final Certification: diploma

**Sir Sandford Fleming College of Applied Arts and Technology**
**Brealey Drive**
**Peterborough, Ontario**
**K9J 7B1**

Contact: Lana Dryden, Coordinator
Tel.: (705) 749-5530 Fax: (705) 749-5540

64. **Art Conservation Technique Program**
A comprehensive diploma program designed to provide technical training in the field of art conservation. Emphasis is on the treatment of museum artifacts and archaeological materials with a combination of academic studies and practical training. In the final year there is an eight-month internship at a recognized conservation laboratory.

Duration: three years
Pre-Requisite:open to individuals who meet college entry requirements

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**Université d'Ottawa/University of Ottawa**
**Département d'art visuel/Dept. of Visual Art**
**100, Laurier E**
**Ottawa, Ontario**
**K1N 6N5**

Responsable/Contact: Diane Daniel, Adjointe scolaire/Academic Assistant
Tel.: (613) 564-6588 Fax/Télécopieur: (613) 564-6325

65. **Introduction to Museology ART3215**
An undergraduate credit course offered as an option in third or fourth year in an art theory/studio degree program. Areas of study include the origin and development of museums, museum organization and operation.

Duration: two semesters
Pre-Requisite:open to students enroled in the university who meet course entry requirements
Language of Instruction: offered in French and English alternate years

**Initiation à la muséologie ART3615**
Ce cours avec crédit est offert en option durant la troisième ou la quatrième année des baccalauréats en studio ou théorie de l'art. On y étudie l'origine et le développement des musées, et l'organisation et l'exploitation d'un musée.

Durée: deux semestres
Conditions d'admissibilité préalables: ouvert aux étudiants inscrits à l'université qui répondent aux conditions d'admission au cours
Langue d'enseignement: offert en français une année, en anglais l'année suivante

**Université d'Ottawa/University of Ottawa**
**Faculté d'administration/Faculty of Administration**
**O57 - 136 Jean-Jacques Lussier**
**Pavillion Vanier/Vanier Hall**
**Ottawa, Ontario**
**K1N 6N5**

Responsable/Contact: Léo A. Dorais, Coordonnateur/Coordinator
Tel.: (613) 564-4906 Fax/Télécopieur: (613) 564-6518

**66. Certificat en administration des arts**

Le Programme de Certificat en administration des arts est le seul programme bilingue au Canada. Le cours est spécifiquement destiné aux étudiants à temps partiel et se complète normalement en deux années de calendrier. Il y a 10 cours répartis en trois groupes: trois cours de base en administration (gestion, marketing, comptabilité), trois cours spécialisés en gestion des arts et quatre cours au choix, selon les besoins et intérêts de chaque étudiant.

Durée: temps partiel
Date limite pour les inscriptions: pour septembre: 1er juillet
Conditions d'admissibilité préalables: diplôme de 13e ou CEGEP
Type de certificat remis à la fin du programme: certificat
Equivalences: au mérite
Langue d'enseignement: les cours de base sont offerts en français et en anglais, les cours spécialisés sont bilingues

**Certificate in Arts Administration**

The Certificate in Arts Administration is the only bilingual one in Canada. It is designed for part-time students who can normally complete requirements in two calendar years. The program comprises ten courses: three in administration (management, marketing, accounting); three specialized courses in arts administration; and, four optional courses according to individual needs and interests.

Duration: part-time
Application Deadline: for September: July 1st
Pre-Requisite: high school diploma, CEGEP
Type of Final Certification: certificate
Language of Instruction: basic courses are either in French or in English; specialized courses are bilingual



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**University of Toronto**
**Suite 6003**
**Robarts Library**
**Toronto, Ontario**
**M5S 1A1**

Contact: Robin Breon, Program Assistant/Internship Coordinator
Tel.: (416) 978-4211 Fax: (416) 978-8821

67. **Museum Studies Program**
A graduate degree program which examines the theoretical body of knowledge of museology, balanced with a substantial amount of practical experience in a laboratory setting and field studies. The program includes core and optional courses, a three month supervised internship at a cultural institution in Canada or abroad, and a research paper on a museological topic. In addition, students must complete two full courses in other departments and demonstrate a reading knowledge of another language.

Duration: two years
Application Deadline: February 1st
Pre-Requisite:undergraduate four-year honours degree

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**University of Toronto**
**Scarborough Campus**
**1265 Military Trail**
**Scarborough, Ontario**
**M1C 1A4**

Contact: Diane Quinn, Coordinator
Tel.: (416) 284-3117 Fax: (416) 287-7283

68. **Co-operative Program in Arts Administration**
This is an undergraduate degree program which combines academic study with practical work experience. It provides students with a broadly-based knowledge of the arts as well as practical administrative and managerial skills.

Duration: five years
Pre-Requisite: open to individuals who meet university entry requirements.
A special application must be made directly to the office of Co-operative Programs.

**University of Waterloo**
Department of Fine Arts
Waterloo, Ontario
N2L 3G1

Contact: Don MacKay, Chairman
Tel.: (519) 885-1211 Fax: (519) 888-4521

69. **Fine Arts Exhibition Curatorship FA330**
An undergraduate credit course is offered as an option in the fine arts degree program. The course explores the history, purpose, function and process of fine art exhibits through gallery visits, student projects, and the creation and presentation of an actual exhibit.

Duration: one semester
Pre-Requisite: open to students enroled at the university who meet course requirements

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**University of Waterloo**
Department of History
Waterloo, Ontario
N2L 3E1

Contact: H.A. MacDougall, Professor
Tel.: (519) 885-1211 Fax: (519) 746-2658

70. **Public History Program**
A graduate degree program offering a practical approach to historical study, including research application, and analytical and narrative techniques. The course prepares the historian to work in heritage institutions, in restoration, in museum interpretation, and in policy areas. There are five core courses in the program.

Duration: one year
Pre-Requisite: open to individuals who meet university and program entry requirements

**University of Waterloo**
Centre for Cultural Management
Faculty of Arts, HH144
Waterloo, Ontario
N2L 3G1

Contact: William D. Poole, Director
Tel.: (519) 885-1211 ext. 5057 Fax: (519) 746-3956

71. **Arts Administration**
A specialization in arts administration is part of the existing undergraduate degree program in Applied Studies. It offers students the opportunity for academic and practical training in arts administration as an integral part of a degree in any one of sixteen disciplines in the humanities and social sciences. As part of the program, students must undertake six four-month paid work terms.

Duration: four and two-thirds years
Pre-Requisite: open to students enrolled in the Applied Studies Coop Program who have completed two academic terms with a specific average requirement plus one work term

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**University of Western Ontario**
History Department
Social Science Centre
London, Ontario
N6A 5C2

Contact: Chris Speed, Graduate Secretary
Tel.: (519) 661-3646 Fax: (519) 661-3868

72. **Public History**
The M.A. option in Public History combines an academic program with applied history and work experience. It is a program which concentrates on post-graduate education for museum professionals and archivists.

Duration: five terms beginning in September
Application Deadline: February 28th
Pre-Requisite: B.A. (Degree in History)
Type of Final Certification: M.A.

**University of Western Ontario**
History Department
Social Science Centre
London, Ontario
N6A 5C2

Contact: Alice Mansell, Chair
Telephone: (519) 661-3440 Fax: (519) 661-2020

73. **Visual Arts 485E**
This seminar course is designed to introduce students to the history and function of art museum practice. It provides an understanding of the theoretical and practical aspects of the art museum profession through lectures, guest speakers, field trips and student involvement in seminar reports, research papers and projects.

Duration: one year
Pre-Requisite: This full-year course is limited to fourth-year Honours Visual Arts students with permission of the Department.

74. **Visual Arts 491a/b**
This course focuses on the collaborative production of a publication and an exhibition. The form of both projects is arrived at through a process of independent and collaborative research and discussion. Though viewed as distinct projects, both are connected in theme and structure.

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**University of Windsor**
Department of History
Windsor, Ontario
N9B 3P4

Contact: Kenneth G. Pryke, Professor
Tel.: (519) 253-4232 ext. 2317 Fax: (519) 973-7050

75. **Certificate in Archival Studies**
The Certificate in Archival Studies makes it possible for students pursuing a Master of Arts in History to obtain additional qualifications which will prepare them for careers as archivists or historical resource administrators. Over the past decade, the Department of History at the University of Windsor has cooperated with the Walter P. Reuther Archives of Labor and Urban Affairs at Wayne State University, Detroit, to develop a program giving students an expanded program with a Canadian focus and increased access to faculty, expertise and resource materials.

Duration: two years
Pre-Requisite: admission to Graduate Program in History
Type of Final Certification: certificate in Archival Studies

**York University**
**Faculty of Administrative Studies**
**4700 Keele Street**
**North York, Ontario**
**M3J 1P3**

Contact: Joseph G. Green, Director/Professor
Tel.: (416) 736-5187 Fax: (416) 736-5687

76. **Arts and Media Administration**
This is a graduate degree program in business administration with a concentration in arts and media management. It includes intensive theoretical and applied research in the arts and communications media. The program combines practical study with an internship.

Duration: two years
Pre-Requisite: open to individuals who meet university entry requirements and have some background and practical experience in the arts

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**York University**
**Voluntary Sector Management Program**
**Faculty of Administrative Studies**
**4700 Keele Street, Room 416A**
**North York, Ontario**
**M3J 1P3**

Contact: Barbara Stupp, Associate Director
Tel.: (416) 736-5092 Fax: (416) 736-5687

77. **Certificate Course in Voluntary Sector and Arts Management**
A professional development program to provide administrators in all types of non-profit organizations with practical skills, knowledge and an understanding of modern professional management (includes Arts Administration). The program consists of six modules of study: Board, Community & Government Relations; Marketing; Financial Reporting and Analysis; Organization Leadership and Decision-Making; Program Evaluation, and, Strategic Management.

Duration: regular format - 10 months
Summer format - intensive: 2 weeks over 2 summers
Pre-Requisite: written support of organization, open to individuals paid or unpaid, in middle to senior- management positions in non-profit organizations.
Type of Final Certification: certificate
Equivalencies: can apply for National Certificate without further study



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# QUÉBEC

**Collège Montmorency**
475, boul. de l'Avenir
Laval (Québec)
H7N 5H9

Responsable: Danielle Trottier, muséologue
Téléphone: (514) 667-8821 poste 483 Télécopieur: (514) 336-0835

78. **Techniques de muséologie**
Le programme de techniques de muséologie est composé de 17 cours et 2 stages. A la fin de sa formation, l'étudiant ou l'étudiante est en mesure d'appliquer les normes de conservation préventive, monter, entretenir et démonter des expositions ainsi que participer à l'enregistrement et au catalogage des biens culturels.

Durée: programme offert à temps partiel le soir et les fins de semaine
Date limite pour les inscriptions: août et janvier
Conditions d'admissibilité préalables: secondaire V ou l'équivalent
Type de certificat remis à la fin du programme: attestation d'études collégiales

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**Concordia University**
Department of Fine Arts
1455 de Maisonneuve Blvd. W.
Montreal, Quebec
H3G 1M8

Contact: Graduate Program Director
Tel.: (514) 848-4700 Fax:

79. **Museum Studies ARTH646/3**
A credit course is offered as an option in the M.A. program in Canadian Art History. The course introduces students to art gallery operations, practice and theory.

Duration: two semesters; not offered annually
Pre-Requisite: open to individuals enrolled in the university who meet course requirements; priority will be given to students in the M.A. program

**Concordia University**
Faculty of Commerce and Administration
1455 de Maisonneuve Blvd. W.
Montreal, Quebec
H3G 1M8

Contact: Clarence S. Bayne, Academic Director
Tel.: (514) 848-2718 Fax: (514) 848-8645

80. **Graduate Diploma in Institutional Administration**
This program provides the student with a conceptual framework necessary to meet the challenge of managing organizations within the arts and cultural sectors based on the principles of: managerial accounting and finance; management information systems; decision making techniques; organizational behaviour; and, techniques for marketing the arts. Five arts administration courses are offered: Management and Operation of Arts Facilities; Aspects of Facility and Audience Administration; Marketing the Arts; an internship in Arts Administration; and, an elective Seminar in Arts Administration. The program consists of eleven courses: six are compulsory core courses and five are requirements for the Arts specialization. The program caters to both full-time and part-time students. All students must complete the program within four years from the initial registration into the program. A student enrolled on a full-time basis could complete the program in one calendar year. All students must complete an internship (or research project). The internship is a one-semester field project equivalent to three credits.

Duration: one calendar year
Pre-Requisite: B.A., competency in mathematics and computer literacy
Type of Final Certification: graduate diploma in Institutional Administration
Language of Instruction: English, but work may be submitted in French

**École des Hautes Études Commerciales**
Chaire de gestion des arts
5255, avenue Decelles
Montréal (Québec)
H3T 1V6

Responsable: François Colbert, Titulaire
Téléphone: (514) 340-6827 Télécopieur: (514) 340-6426

81. **Programme de gestion des arts**
Cette série de cinq séminaires intensifs porte sur divers aspects de la gestion des arts et des organismes culturels, dont le prélèvement de fonds, les contrats et les questions juridiques. Un certificat de participation est décerné à la fin du programme.

Durée: de un à trois jours par semaine, offert en mai et juin tous les ans
Conditions d'admissibilité préalables: ouvert aux candidats du domaine culturel qui répondent aux conditions d'admission au programme

**Écomusée de la Haute-Beauce**
Musée territoire inc.
C.P. 595
Beauce-Sud
La Guadeloupe (Québec)
G0M 1G0

Responsable: Pierre Mayrand, Directeur de la formation
Téléphone: (418) 459-3195 Télécopieur: (514) 987-6615

82. **Centre international en formation écomuséale (CIFE)**
Offre des programmes de formation sur mesure d'une durée variable dans les domaines de la gestion, de l'animation et de la communication écomuséale. Se spécialise dans les domaines de l'initiative communautaire et du développement régional. Organise des séminaires de recherche et des colloques interactifs. Encadrement de la formation des projets de développement de l'emploi. Autofinancement.

83. **Cours en formation en muséologie communautaire et populaire**
Cours réalisés dans le cadre du programme d'éducation populaire autonome du ministère de l'Education du Québec. Programme renouvelé annuellement selon une évaluation des besoins. Formation de différents niveaux dans des domaines aussi variés que la mise en marché, la gestion de la petite entreprise, la mise en exposition, la connaissance du pays, la communication avec les médias, le développement culturel, l'alphabétisation visuelle, la parole aux décrocheurs, l'action environnementale...

Durée: variable: un à cinq jours, possibilité de stages prolongés
Type de certificat remis à la fin du programme: attestation
Langue d'enseignement: français et anglais sur demande

**La Société des musées québécois**
UQAM
C.P. 8888, Succ. A
Montréal (Québec)
H3C 3P8

Responsable: Responsable de la formation
Téléphone: (514) 987-3264 Télécopieur: (514) 987-3379

**84. Programme d'activités de formation**

Ce programme comporte des activités de formation de courte durée portant sur différents aspects de la pratique muséale. Le programme tient compte d'une analyse de besoins effectuée dans le milieu et propose des thèmes variés dans les domaines de la conservation, de la recherche, des expositions, des communications, de l'éducation et de la gestion. Les activités sont regroupées selon différents niveaux, s'adressant à la fois aux personnes qui entrent sur le marché du travail et aux professionnels plus expérimentés. A cela s'ajoutent des rencontres d'information, des conférences et des colloques.

Durée: variable selon l'activité, en moyenne deux jours
Type de certificat remis à la fin du programme: attestation

**Université de Montréal**
C.P. 6128
Succursale A
Montréal (Québec)
H3C 3G7

Responsable:
Jean Trudel, Professeur
Tél.: (514) 343-7351
Télécopieur: (514) 343-2393

**Université du Québec à Montréal**
C.P. 8888
Succursale A
Montréal (Québec)
H3C 3P8

Responsable:
Laurier Lacroix, directeur
Tél.: (514) 987-8506
Télécopieur: (514) 987-3243

85. **Programme conjoint de maîtrise en muséologie**
Le programme menant à un grade supérieur en muséologie est offert conjointement par l'Université de Montréal et l'Université du Québec à Montréal. La maîtrise, de type professionnel, comprend deux volets. Un enseignement théorique: recherche critique et mise en opération des concepts de base de la muséologie (24 crédits) comportant quatre séminaires obligatoires portant sur l'histoire et les fonctions des musées, les collections et la conservation, l'organisation et la gestion, les expositions; trois séminaires optionnels choisis dans une banque de 18 séminaires offerts de façon cyclique sur des sujets touchant aussi bien les différents types de musées que leurs fonctions; un cours disciplinaire de 2e cycle. Un enseignement pratique: stage en institution muséale et travail dirigé avec la rédaction de rapports et séminaire de synthèse (21 crédits). Les cours sont interdisciplinaires et permettent à l'étudiant de se spécialiser ou de se concentrer dans le domaine de son choix. Le programme accepte vingt personnes annuellement.

Durée: quatre semestres
Date limite pour les inscriptions: 1er mars
Conditions d'admissibilité préalables: ouvert aux candidats qui répondent aux conditions d'admission à l'Université et au programme.
Type de certificat remis à la fin du programme: M.A. en muséologie

**Université Laval**
**Département d'Anthropologie**
**Sainte-Foy (Québec)**
**G1K 7P4**

Responsable: Nancy Schmitz, Responsable de la formation pratique
Téléphone: (418) 656-5867 Télécopieur: (418) 656-2831

**86. Baccalauréat en anthropologie**
Le programme menant au diplôme de premier cycle en anthropologie permet à l'étudiant de réaliser un stage de neuf crédits dans un musée à l'intérieur du module d'apprentissage pratique réservé aux candidats au baccalauréat spécialisé. Il n'y a pas de cours en muséologie au programme, mais les étudiants ont la possibilité de suivre ce cours au département d'histoire comme cours au choix.

Durée: trois ans
Conditions d'admissibilité préalables: ouvert aux candidats qui répondent aux conditions d'admission à l'Université et au programme

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**Université Laval**
**Département d'histoire**
**Sainte-Foy (Québec)**
**G1K 7P4**

Responsable: Anne Marie Desdouits, Professeur
Téléphone: (418) 656-3296 Télécopieur: (418) 656-2019

**87. Arts et traditions populaires (ethnologie)**
Le programme menant au diplôme de premier cycle en arts et traditions populaires comprend un cours en ethnomuséologie (ATP10786) et un stage en ethnomuséologie (ATP16875). Ces cours initient l'étudiant à la théorie et aux pratiques muséales contemporaines tout en mettant l'emphase sur les musées d'histoire et d'ethnologie. Des cours d'histoire matérielle sont également inclus au programme.

Durée: trois ou quatre ans
Conditions d'admissibilité préalables: ouvert aux candidats qui répondent aux conditions d'admission à l'université et au programme.

**88. Introduction à la muséologie**
Ce cours d'introduction se veut un vaste survol qui rattache l'ensemble des connaissances à des applications concrètes dans le milieu muséal: définitions de la muséologie; les fonctions de base: conservation, recherche et diffusion; l'administration des musées; les pratiques professionnelles; muséologie scientifique; interprétation historique; mise en valeur patrimoniale; nouvelles muséologies; architecture des musées; équipement et ressources matérielles; la gestion des collections; la réalisation d'expositions; les publics des musées.

**Université Laval**
**Département d'Histoire**
**Faculté des lettres**
**Québec (Québec)**
**G1K 7P4**

Responsable: Philippe Dubé, Professeur
Téléphone: (418) 656-3296 Télécopieur: (418) 656-2019

**89. Diplôme de deuxième cycle en muséologie**

Le programme menant au Diplôme de deuxième cycle en muséologie à l'Université Laval est le dernier-né dans ce domaine. Il offre l'avantage d'être un programme court d'une durée d'un an dont l'originalité est d'apporter un complément de formation à une démarche de deuxième ou de troisième cycle comportant une orientation muséologique. Encadrés par une équipe de professeurs-chercheurs et de professionnels du milieu, les étudiants du programme proviennent de diverses disciplines, comme les sciences physiques et naturelles, les sciences humaines et sociales, et les beaux-arts. Ce programme se veut un véritable forum où l'enseignement et les échanges portent sur l'analyse de la spécificité des musées, des objets, des discours et des pratiques. Il propose une réflexion sur la muséologie, réflexion axée sur les différentes approches, et stimule le renouvellement des connaissances.

Durée: un an
Date limite pour les inscriptions: 1er mars
Conditions d'admissibilité préalables: 1er cycle et expérience professionnelle
Equivalences: 30 crédits

# SASKATCHEWAN

**Museums Association of Saskatchewan**
1808 Smith Street
Regina, Saskatchewan
S4P 2N3

Contact: Patricia Fiori, Education Coordinator
Tel.: (306) 780-9269 Fax: (306) 359-6758

90. **Certificate in Community Museum Studies**
The Certificate Program in Community Museum Studies is designed to provide community museum workers with an understanding of the knowledge, skills, and standards of excellence involved in operating a successful public museum. There are five courses: Organization and Management, Exhibit Design, Care of Collections, Museums and Education, and Collections Management. Participants are expected to successfully complete an assignment for each course to receive a certificate. The courses are offered at various locations throughout the province and are open to both members and non-members.

Duration: four one-day courses, and one two-day course
Application Deadline: two weeks in advance of each course
Type of Final Certification: certificate

# NATIONAL

**The Association for Preservation Technology International**
P.O. Box 8178
Fredericksburg, Virginia
U.S.A. 22404

Contact: Susan Ford Johnson
Tel.: (703) 373-1621 Fax: (703) 373-6050

91. **Technical Conservation Courses**
Two or more courses are offered, usually in conjunction with the Annual Conference. The emphasis is on preservation and conservation technology. The Association for Preservation Technology also co-sponsors with other organizations, technical workshops on rehabilitating older structures. APT International is a North American organization with members in Canada, USA, and other countries. The Annual Conference is held every third year in Canada.

Duration: two to four days
Type of Final Certification: certificate of attendance

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**Atlantic Provinces Art Gallery Association**
c/o Sir Wilfred Grenfell College
Art Gallery
Corner Brook, Nfld
A2H 2M8

Contact: Coleen O'Neil, Director/Curator
Tel.: (709) 637-6357 Fax: (709) 637-6383

92. Seminars on art gallery operations and management are held in conjunction with annual meetings.

Duration: one to three days
Pre-Requisite: open to members and non-members

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**The Canadian Centre for Philanthropy**
**1329 Bay Street**
**Suite 200**
**Toronto, Ontario**
**M5R 2C4**

Contact: Laura Oda, Director, Training and Development
Tel.: (416) 515-0764 Fax: (416) 515-0773

93. **Philanthropy Forum Series**
Practical seminars (four per year) on fundraising, management, public relations, communications, and charitable sector issues, are designed to assist staff and volunteers of non-profit, charitable organizations.

Duration: one day

94. **National Certificate in Fundraising Management**
The National Certificate Program in Fundraising Management was developed to improve the management capabilities and technical skills of staff and volunteers involved in fundraising. Offered nationally at post-secondary institutions, the program is available in on-campus, classroom format or by distance delivery. The program was created following a formal curriculum development model, involving advisors, practising fundraisers, and content experts from across Canada.

Duration:
Pre-Requisite: volunteers with (2 years recommended) experience in the non-profit, charitable sector
Type of Final Certification: National Certificate in Fundraising Management

95. **National Certificate in Voluntary and Non-Profit Sector Management**
The National Certificate Program in Voluntary and Non-Profit Sector Management is designed to give managers the educational support they need to face these challenges. Offered nationally at the post-secondary level, the certificate program is geared to senior-level staff, as well as volunteers with managerial experience in the non-profit sector. The curriculum is designed to meet the specific needs of senior managers in smaller non-profit organizations and middle managers in larger organizations. Practice is important. A significant amount of course work involves the application of management principles to the current working environment. Participants in certificate program courses need ongoing access to an organization to complete course work. The certificate program consists of eight courses. All courses will be offered on campuses across Canada, and two are also currently being offered through distance education. Applicants must complete the four required courses plus two electives, or approved equivalencies, to receive a certificate.

Pre-Requisite: two years of paid staff or voluntary managerial experience in the voluntary and non-profit sector
Type of Final Certification: National Certificate in Voluntary and Non-Profit Sector Management

**Canadian Conservation Insitute/Institut canadien de conservation**
Department of Communications
1030, chemin Innes Road
Ottawa, Ontario
K1A OC8

Contact/Responsable: A. (Joe) Dorning, Chief, Extension Services
Division/Chef, Services de diffusion externe
Tel.: (613) 998-3721 Fax/Télécopieur: (613) 998-4721

96. **Seminar Program**
A program of basic care of collection seminars on museum, archival, and art collections is offered in various regions throughout Canada in collaboration with provincial museum associations. Available on request from CCI or provincial museum association.

Duration: one to three days
Pre-Requisite: open to museum workers
Language of Instruction: English and French

**Programme de séminaires**
Ce programme de séminaires de niveau élémentaire, qui porte sur le soin des collections de musées, d'archives et de musées d'art, est offert dans diverses régions du Canada en collaboration avec les associations provinciales et régionales. Les séminaires sont disponibles sur demande.

Durée: de un à trois jours
Conditions d'admissibilité préalables: ouvert aux travailleurs muséaux
Langue d'enseignement: français et anglais

97. **Conservation Training Program**
Advanced technical conferences, workshops, and symposia on different aspects of conservation or conservation science are organized on a regular basis.

Duration: one to five days
Pre-Requisite: open to practising conservators and conservation scientists
Language of Instruction: English and French

**Programme de formation en conservation**
Des conférences, ateliers et symposiums de niveau avancé portant sur divers aspects de la restauration sont organisés régulièrement et sur demande.

Durée: de un à cinq jours
Conditions d'admissibilité préalables: ouvert aux restaurateurs en exercice et aux scientifiques en restauration
Langue d'enseignement: français et anglais

98. **Conservation Fellowship Program**
CCI Fellowships are designed to give further experience to the graduates of a conservation science program. Fellowships will encompass work in laboratories at the Canadian Conservation Institute as well as participation in CCI services to museums, galleries and related institutions and associations throughout Canada. While at CCI, the individual will be expected to work on treatment or research priorities in accordance with CCI's objectives. A work plan covering the various treatments or specific projects to be carried out, with agreed deadlines, will be established jointly between the individual and his/her supervisor.

Duration: one year (with option for renewal for additional year)
Pre-Requisite: Graduate of recognized conservation or conservation science program with relevant conservation or research experience
Language of Instruction: English and French

**Programme de bourses de conservation**
Les bourses visent à offrir une expérience pratique supplémentaire aux diplômés d'un programme reconnu en conservation-restauration ou en sciences de la conservation. Les boursiers seront appelés à travailler dans les laboratoires de l'Institut canadien de conservation et à participer à la prestation des services offerts par l'ICC, dans l'ensemble du Canada, à des musées ainsi qu'à des association et établissements connexes. Au CCI, les boursiers travailleront dans les domaines prioritaires de la recherche ou du traitement, selon des objectifs fixés par l'Institut. Un programme de travail et un échéancier couvrant les différents traitements ou projets spécifiques sera élaboré conjointement par les boursiers et leurs superviseurs.

Durée: un an (possibilité d'une année supplémentaire)
Conditions d'admissibilité préalables: diplôme reconnu en science de la restauration ou en restauration, avec expérience pertinente en recherch ou en restauration
Langue d'enseignement: français et anglais

99. **Internships**
In response to the diverse training requirements of the conservation community, an extensive program of internships was developed. The following types are offered:

**a) Curriculum Internship**
Open to students currently enroled in a recognized conservation training program requiring practical experience as part of their course requirements.

Duration: variable; minimum three months
Application Deadline: four months prior to requested start of internship

**b) Specialized Technique Internship**
Open to conservators, assistant conservators and conservation technicians who have a minimum of three years relevant prior conservation experience and desire specialized and intensive training in one particular conservation treatment or technique.

Duration: one month
Application Deadline: four months prior to requested start of internship

**c) Professional Development Internship**
Open to graduates of recognized conservation training programs as well as conservation people with relevant prior conservation experience wishing to gain further practical experience in their area of specialization.

Duration: six months (April to September and October to March)
Application Deadline: (Apr-Sept) - November 30 preceding
(Oct-Mar) - April 30 preceding

**d) Conservation Research Internship**
Open to scientists, conservation scientists and graduates of conservation science training programs desiring practical conservation science research experience within their area of specialization.

**99. Stages**

Afin de répondre aux divers besoins en formation qui se manifestent dans les milieux de la conservation, un programme étendu de stages a été mis sur pied. Voici les différents types de stages offerts:

**a) Stages pour étudiants**

Destiné aux étudiants actuellement inscrits à un programme reconnu de formation en conservation comprenant obligatoirement une expérience pratique en conservation.

Durée: trois mois (variable)
Date limite pour les inscriptions: quatre mois précédant le début du stage

**b) Stages de spécialisation technique**

Destiné aux restaurateurs, aux restaurateurs adjoints et aux techniciens en conservation ayant déjà acquis au moins trois ans d'expérience pertinente dans le domaine de la conservation et qui désirent acquérir une formation spécialisée et intensive relativement à une méthode ou à une technique de conservation.

Durée: un mois
Date limite pour les inscriptions: quatre mois précédant le début du stage

**c) Stages de perfectionnement**

Destiné aux diplômés de programmes reconnus de formation en conservation et aux restaurateurs, aux restaurateurs adjoints et aux techniciens en conservation ayant déjà acquis de l'expérience en conservation et désireux d'acquérir une expérience pratique additionnelle dans leur domaine de spécialisation.

Durée: six mois (avril à septembre et octobre à mars)
Date limite pour les inscriptions: (avril-sept.) - le 30 novembre
(oct.-mars) - le 30 avril

**d) Stages de recherche en conservation**

Destiné aux scientifiques en général et à ceux spécialisés en conservation, ainsi qu'aux diplômés de programmes de formation en recherche en conservation désireux d'acquérir une expérience pratique de la recherche en conservation dans leur domaine de spécialisation.

**Canadian Museums Association/Association des musées canadiens**
280, rue Metcalfe Street, Suite/bureau 400
Ottawa, Ontario
K2P 1R7

Contact/Responsable: Dianna Thompson, Head of Professional Development and Standards/Chef de la normalisation et formation professionnelle

Tel.: (613) 567-0099 Fax/Télécopieur: (613) 233-5438

100. **Special Interest Groups**
Occasional seminars are organized by Special Interest Groups of the CMA and are offered during the year and at the annual conference. Topics are on the specific interest area of the group such as museum security or education.

Duration: one half to three days
Language of Instruction: English and French

**Programmes d'intérêt particuliers**
Les groupes d'intérêt spécialisé de l'AMC organisent des séminaires de temps en temps. Ceux-ci sont offerts durant l'année et à l'occasion du congrès annuel. Les sujets portent sur le domaine d'intérêt particulier au groupe, comme la sécurité dans les musées ou l'éducation au musée.

Durée: d'une demi-journée à trois jours
Langue d'enseignement: français et anglais

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**International Institute for Conservation - Canadian Group**
P.O. Box 9195
Ottawa Terminal
Ottawa, Ontario
K1G 3T9

Contact: Barbara Klempan, President
Tel.: (613) 996-7231 Fax: (613) 995-2883

101. **IIC-CG Annual Workshop**
An advanced-level workshop on a topic in the field of conservation is held yearly prior to the annual meeting. It takes place at different locations throughout Canada.

Duration: one to three days
Pre-Requisite: open to members and non-members

**Interpretation Canada**
P.O. Box 2667
Station D
Ottawa, Ontario
K1P 5W7

Contact: Heather Griffin, Chairperson
Tel.: (709) 754-5948 Fax: (709) 754-5947

**102. Workshops**
A series of workshops on topics relating to various aspects of interpretation and interpretative techniques are held as part of the annual meeting. Each year the meeting is hosted by a different region. The regional sections also sponsor workshops throughout the year.

Duration: one to five days
Pre-Requisite: open to members and non-members

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**National Gallery of Canada/Musée des beaux-arts du Canada**
P.O. Box 427, Stn A/C.P. 427, Succ. A
Ottawa, Ontario
K1N 9N4

Contact/Responsable: Assistant Director, Canadian Centre for the Visual Arts
Directeur adjoint, Centre canadien des arts visuels
Tel.: (613) 990-1933 Fax/Télécopieur: (613) 990-6190

**103. Research Fellowships Program**
The Research Fellowships program, funded by both government and private sources, began in 1991-92 with the offer of three fellowships in the fields of Photography (Lisette Model/Joseph Blum Fellowship) and of traditional and contemporary Canadian art. Fellowships in European art and other studies will be offered in subsequent years. Research proposals are solicited from researchers and curators in the field of the visual arts with an MA or equivalent experience, including those who may be pursuing doctoral studies. Specific projects related to the collections of the National Gallery are of particular, but not exclusive, interest. Successful candidates spend the period of the fellowship at the Gallery, making use of its collections, its library and archives, and other gallery research facilities. Fellows are invited to contribute to the Gallery's educational activities in the form of lectures and symposia. An active and mutually-beneficial interchange between fellows and gallery staff is a major objective of the program.

Duration: three to nine months, academic year
Application Deadline: January-February, jury decision, May
Pre-Requisite: M.A. or equivalent
Language of Instruction: English and French

**Programme de bourse de recherche**
Le lancement en 1991-1992 du programme de bourses de recherche, financées conjointement par les secteurs public et privé, a été marqué par l'offre de trois bourses dans le domaine de la photographie (Bourse Lisette Model/Joseph Blum) et de l'art canadien ancien et contemporain. Des bourses de recherche en art européen et d'autres domaines seront offertes les années suivantes. Les chercheurs et les conservateurs en arts visuels, possédant une maîtrise ou l'équivalent, ou poursuivant des études au niveau du doctorat, sont invités à soumettre leurs projets de recherche, particulièrement ceux qui sont reliés aux collections du Musée des beaux-arts, bien que les autres projets seront également retenus. Les candidats choisis travailleront au Musée des beaux-arts du Canada pendant la durée de leur bourse et auront à leur disposition, la bibliothèque, les archives et autres instruments de recherche du Musée. Ils seront invités à collaborer aux activités pédagogiques du Musée, conférences et colloques; en outre, l'un des principaux objectifs du programme est de favoriser les échanges entre les boursiers et le personnel du Musée.

Durée: trois à neuf mois, année académique
Date limite pour les inscriptions: janvier-février, décision du jury, mai
Conditions d'admissibilité préalables: maîtrise ou l'équivalent
Langue d'enseignement: français et anglais

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## National Gallery of Canada/Musée des beaux-arts du Canada

P.O. Box 427, Stn A/C.P. 427, Succ. A
Ottawa, Ontario
K1N 9N4

Contact/Responsable: Orientation Program Coordinator, Education Division/Coordonnateur du programme d'orientation, Divison de l'éducation international
Tel.: (613) 990-0575 Fax/Télécopieur: (613) 993-4385

**104. Orientation Program**
Open to art gallery and museum employees on the recommendation of their director, this program offers presentations and tours by National Gallery staff designed to provide an overview of the gallery's operations. One or two off-site visits to other cultural agencies are also arranged. Sessions are held annually. There is no charge for the program itself, and the gallery can assist in arranging low-cost accommodation at area bed and breakfast establishments.

Duration: one week
Application Deadline: contact Program Coordinator
Language of Instruction: English and French

**Programme d'orientation**
Ce programme est conçu pour fournir une vue d'ensemble des opérations du Musée et est réservé à tout employé de musée sur recommandation de son directeur. Chaque session comprend des présentations et des visites dont se chargent des membres du personnel du Musée, ainsi qu'une ou deux visites à d'autres organismes culturels. Le programme est offert annuellement. Le programme lui-même est gratuit et le Musée des beaux-arts se fera un plaisir, si besoin est, de trouver à vous loger à prix abordable dans une pension locale.

Durée: une semaine
Date limite pour les inscriptions: adressez-vous au coordonnateur du programme
Langue d'enseignement: français et anglais

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## National Gallery of Canada/Musée des beaux-arts du Canada

P.O. Box 427, Stn A/C.P. 427, Succ. A
Ottawa, Ontario
K1N 9N4

Contact/Responsable: Internship Coordinator, Education Division/Coordinateur de stages, Division de l'éducation
Tel.: (613) 990-6531 Fax/Télécopieur: (613) 993-4385

**105. Internship Program**
The Program is intended to serve students in arts, museology, or a related discipline at the college or university level. Interns are given a once-in-a-lifetime opportunity to acquire valuable work experience in a museum environment under the direction of specialists. Duties and content are chosen to suit the intern's academic background, interests, and career plans, and to fit with the projects underway at the Gallery at the time. Together the Gallery, the student, and the educational institution set the specific objectives for the internship.

Duration: one week to one year
Pre-Requisite: college or university students
anguage of Instruction: English and French

**Programme de stages**
Le programme s'adresse aux étudiants et étudiantes en arts, en muséologie ou dans une discipline connexe, au collège ou à l'université. Les stagiaires profitent d'une occasion rêvée pour parfaire leurs connaissances et acquérir une précieuse expérience de travail en milieu muséal, sous la direction de spécialistes. Le Musée déterminera, de concert avec l'étudiant et son établissement d'enseignement, les objectifs et les tâches correspondantes de leur stage, en tenant compte de leur scolarité, de leur expérience, de leur intérêts et aspirations professionnelles, ainsi que des différents travaux en cours au Musée.

Durée: une semaine à un an
Conditions d'admissibilité préalables: étudiants ou étudiantes au au collège ou à l'université
Langue d'enseignement: français et anglais

**National Archives of Canada/Archives nationales du Canada**
395, rue Wellington Street
Ottawa, Ontario
K1A ON3

Contact/Responsable: Sam Kula, Archives Course Coordinator, Historical Resources Branch/Coordonnateur des cours en archivistiques, Direction des ressources historiques
Tel.: (613) 996-1579 Fax/Télécopieur: (613) 995-2267

106. **Archives Course**
This course consists of lectures, tours and practicums designed to provide an overview of archival principles and contemporary practices.

Duration: four weeks
Pre-Requisite:open to inviduals with one year of archives-related experience
Language of Instruction: English and French

**Cours en archivistique**
Ce cours comprend des conférences, des visites et des stages qui sont conçus de manière à donner une vue d'ensemble des principes archivistique et ses pratiques actuelles.

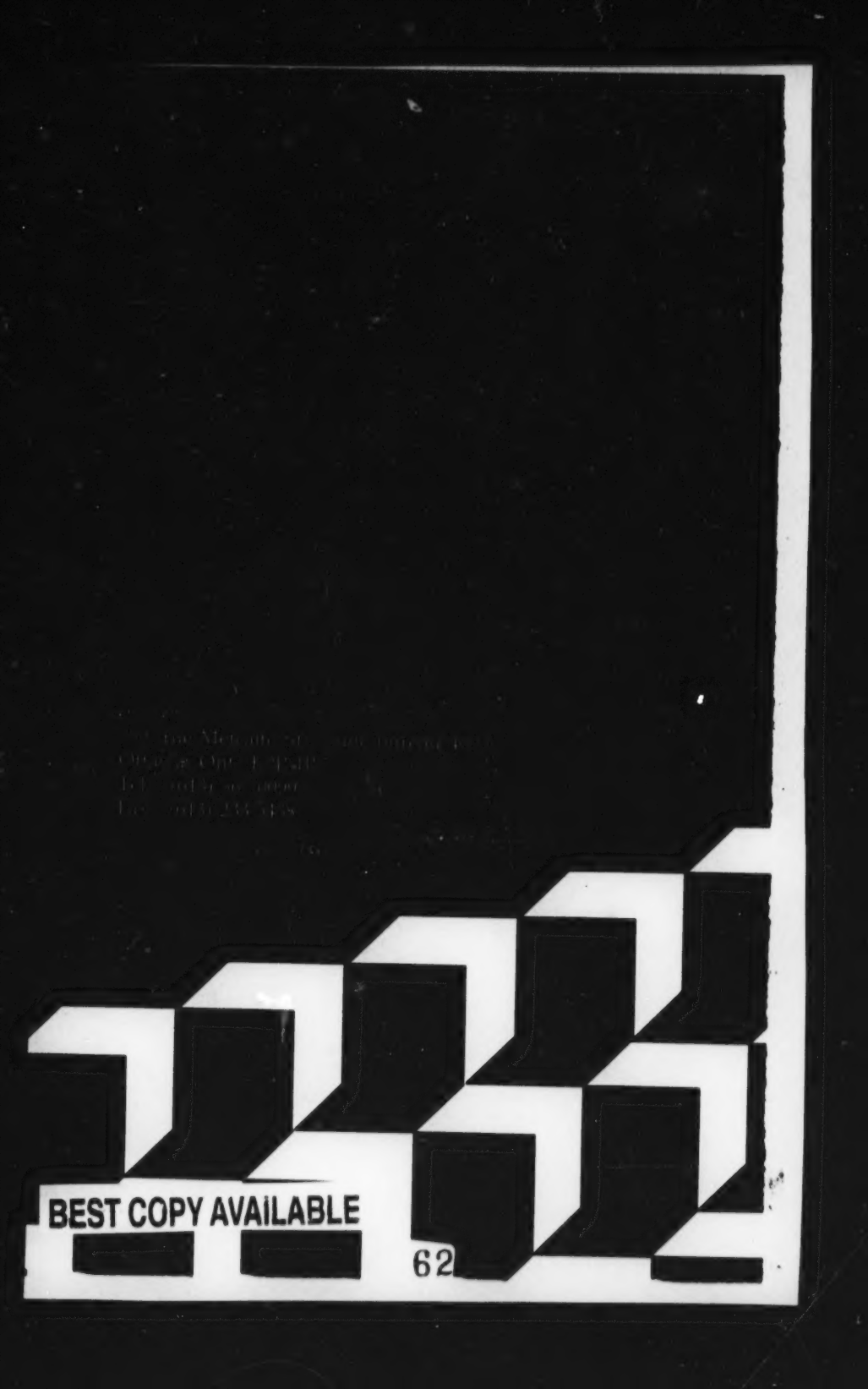
Durée: quatres semaines
Conditions d'admissibilité préalables: ouvert aux candidats ayant au moins une année d'expérience dans un domaine connexe aux archives.
Langue d'enseignement: français et anglais

**Western Canada Art Association**
c/o Kamloops Art Gallery
207 Seymour Street
Kamloops, B.C.
V2C 2E7

Contact: Jann L.M. Bailey, President
Tel.: (604) 828-3543 Fax: (604) 828-3578

107. **Annual Workshop and Conference**
An annual workshop and conference on art gallery management and professional practices.

Duration: two days
Pre-Requisite: open to members and non-members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